

This pamphlet has been developed to explain the requirements and the license renewal process for every Dentist, Dental Hygienist, and Dental Assistant licensed to practice in Michigan.

The Michigan Public Health Code and board administrative rules requires every Dentist that is renewing a license must possess current certification in basic or advanced cardiac life support and have earned during the 3-year period prior to the expiration date of the license, 60 hours of continuing education in courses or programs approved by the Board. A Dental Hygienist or Dental Assistant that is renewing a license to possess current certification in basic or advanced cardiac life support and have earned during the 3-year period prior to the expiration date of the license, 36 hours of continuing education in courses or programs approved by the Board. Pursuant to this requirement, the Board of Dentistry has promulgated rules to establish specific criteria for the Board's approval of continuing education courses and programs.

REQUIREMENTS FOR RENEWAL

The continuing education requirements apply to every Dentist, Dental Hygienist, and Dental Assistant renewing a Michigan license that held the license for the 3-year period immediately preceding the date of the license renewal. The requirements apply whether or not the Dentist, Dental Hygienist, Dental Assistant is actively

engaged in the practice of Dentistry. No one is exempt from this requirement.

Each Dentist is required to possess current certification in basic or advanced cardiac life support and have earned during the 3-year period prior to the expiration date of the license, 60 hours of continuing education in courses or programs approved by the Board. Each Dental Hygienist or Dental Assistant is required to complete 36 hours of continuing education, with not less than 12 hours devoted to dental hygienists functions in courses or programs approved by the board. Each Dental Assistant is required to complete 36 hours of continuing education, with not less than 12 hours devoted to dental assistant functions in courses or programs approved by the board.

Every Dentist, Dental Hygienist, Dental Assistant who is renewing his/her license should retain records documenting the completion of continuing education. Those documents should be retained for a period of 4 years after each renewal.

DO NOT SEND THE CONTINUING EDUCATION DOCUMENTS along with the license renewal application. The Department of Community Health, Bureau of Health Professions will conduct an audit, at the conclusion of each renewal period. Dentist, Dental Hygienist, Dental Assistants chosen for audit through an automated random selection process will be contacted by letter to submit documented evidence of the completion of continuing education credit.

DO NOT RENEW YOUR LICENSE IF YOU DO NOT HAVE THE REQUIRED HOURS OF CONTINUING EDUCATION CREDITS.

A Dentist, Dental Hygienist, Dental Assistant who is unable to provide evidence of completion of the continuing education requirements, when requested, is in violation of the Michigan Public Health Code and subject to one or more of the following possible license sanctions: reprimand, probation, denial, suspension, revocation, limitation, restitution, and fine.

Accredited sponsors are required to provide attendance certificates that indicate name of licensee, program dates and number of designated hours. Further information about programs with accredited sponsorship may be obtained by contacting the accredited sponsor. "Contact hour" is the same as one 50-60 minute or (1) credit hour.

REQUIREMENT FOR RELICENSURE

"Relicensure" means the granting of a license to a person whose license has lapsed for failure to renew the license within 60 days after the expiration date.

Dentists applying for relicensure pursuant to R338.11701 – **HAVE COMPLETED, IN THE 3-YEAR PERIOD IMMEDIATELY PRECEDING THE APPLICATION FOR RELICENSURE, CURRENT CERTIFICATION IN BASIC OR ADVANCED CARDIAC LIFE SUPPORT**

AND 60 HOURS OF CONTINUING EDUCATION IN PROGRAMS APPROVED BY THE BOARD.

Dental Hygienist applying for relicensure pursuant to R338.11701 – **HAVE COMPLETED, IN THE 3-YEAR PERIOD IMMEDIATELY PRECEDING THE APPLICATION FOR RELICENSURE, CURRENT CERTIFICATION IN BASIC OR ADVANCED CARDIAC LIFE SUPPORT AND 36 HOURS OF CONTINUING EDUCATION IN PROGRAMS APPROVED BY THE BOARD WITH NOT LESS THAN 12 HOURS IN DENTAL HYGIENIST FUNCTIONS.**

Dental Assistants applying for relicensure pursuant to R338.11701 – **HAVE COMPLETED, IN THE 3-YEAR PERIOD IMMEDIATELY PRECEDING THE APPLICATION FOR RELICENSURE, CURRENT CERTIFICATION IN BASIC OR ADVANCED CARDIAC LIFE SUPPORT AND 36 HOURS OF CONTINUING EDUCATION IN PROGRAMS APPROVED BY THE BOARD WITH NOT LESS THAN 12 HOURS IN DENTAL ASSISTANT FUNCTIONS.**

R 338.11703
ACCEPTABLE CONTINUING
EDUCATION; LIMITATIONS

Rule 3. The board shall consider any of the following as acceptable continuing education:

(a) Successful completion of a course or courses offered for credit in a dental school

approved by the board, a dental hygiene school approved by the board, or a dental assisting school approved by the Board. Ten hours of continuing education shall be credited for each quarter credit earned and 15 hours shall be credited for each semester credit earned, without limitation.

If audited, the licensee must submit a transcript showing credit hours of the academic courses related to Dentistry.

(b) Attendance at a continuing education program offered by a dental school approved by the board, a dental hygiene school approved by the board or a dental assisting school approved by the board. One hour of continuing education shall be credited for each hour of program attendance, without limitation.

If audited, the licensee must submit a copy of a letter or certificate showing his/her name, hours earned, accreditation/approval number and the date on which the program was held.

(c) Attendance at a continuing education program approved by the board pursuant to r 338.11705(1) of this part. One hour of continuing education shall be credited for each hour of program attendance, without limitation.

If audited, the licensee must submit a copy of a letter or certificate showing his/her name, hours earned and the date on which the program was held.

(d) Development and presentation of a table clinical demonstration offered in conjunction with the presentation of continuing education programs approved by the Board. One hour of continuing education shall be credited for each hour devoted to the development and initial presentation of a table clinical demonstration, with a maximum of 10 hours of continuing education credited for the development and presentation of the same table clinical demonstration.

If audited, the licensee must submit a letter from the program sponsor verifying the presentation including the date.

(e) Twelve hours of continuing education shall be credited for the publication in the journal of a state or state component association of dentists, dental specialists, dental hygienists, or dental assistants of an article or articles related to the practice of dentistry, dental hygiene, or dental assisting.

If audited, the licensee must submit a copy of the document presented or published with evidence of presentation or publication; i.e., meeting and agenda or publication acceptance letter.

(f) Twenty-five hours of continuing education shall be credited for the publication in a textbook or in the journal of a national association of dentists, dental specialists, dental hygienists, or dental assistants of an article or articles related to the practice of dentistry, dental hygiene, or dental assisting.

If audited, the licensee must submit a copy of the document presented or published with evidence of presentation or publication; i.e., meeting and agenda or publication acceptance letter.

(g) Reading articles, viewing or listening to the media devoted to dental, dental hygiene, or dental assisting education. One hour of continuing education shall be credited for each hour devoted to each education, with a maximum of 10 hours credited under this category.

If audited, the licensee must submit a signed statement describing materials read or viewed. A copy of a letter or certificate showing his/her name, hours earned and the date.

(h) Successful completion of an American board specialty examination. Ten hours of continuing education shall be credited in the year in which the applicant is advised he or she passed the examination.

If audited, the licensee must submit a copy specialty certification or letter indicating passing the examination.

(i) Renewal of a license held in another state that required continuing education for license renewal that is substantially equivalent to that required in these rules if the applicant resides and practices in another state. For a dentist, 60 hour of continuing education shall be credited for evidence of current licensure in such other state. For a registered dental hygienist or registered dental assistant, 36 hours of

continuing education shall be credited for evidence of current licensure in such other state.

If audited, the licensee must submit a copy of current license that was renewed in another state, proof of continuing education requirements that were met to renew that license, proof of practicing and residing in said state.

(j) For a registered dental assistant, meeting the requirements of recertification. Thirty-six hours of continuing education shall be credited for evidence of current certification, other than life certification by the dental assisting national board.

If audited, the licensee must submit a copy of current certification card or a letter from the national board verifying current certification.

R 338.11705 STANDARDS AND REQUIREMENTS

Rule 5 (1) The Board shall consider any continuing education program that is offered by a sponsor that applies to the Board and demonstrates it substantially meets the standards and criteria adopted by the Board as a continuing education program approved by the Board. Approval of a sponsor by the Academy of General Dentistry constituent academy shall constitutes prima facie evidence that the sponsor meets the standards and criteria adopted by the board.

(2) The board approved and adopts by reference the requirements for recertification established by the Dental Assisting National Board.

(3) The board adopts by reference the standards for certification in basic and advanced cardiac life support set forth by the American Heart Association.

Completion of the required continuing education activities must be independently verified by an official source other than the licensee except for R 338.11703(g).

Renewal Procedures

Dentistry licenses are renewed every 3 years by August 31. Although a 60-day late renewal period is allowed, the continuing education requirement must be completed by August 31. Submission of the renewal application form certifies that the requirements are met. If the renewal requirements have not been completed, the renewal application should not be submitted. If a waiver is necessary, an application should be made after the licensee receives the renewal application in early July, but before the license expires on August 31. Licensees who have not been granted waivers should allow their licenses to expire. Application for relicensure may be made upon completion of the continuing education requirement within the 3-year period immediately preceding the date of the application for relicensure

Information, forms and instructions for obtaining Board approval can be obtained from the Continuing Education Section of the

CONTINUING EDUCATION WAIVERS

The Michigan Public Health Code authorizes the Board of Dentistry to waive the continuing education requirements for a license renewal applicant if, upon written application, the Board finds the failure of the licensee to attend the required board-approved courses or programs was due to the licensee's disability, military service, absence from the continental United States, or a circumstance beyond the control of the licensee which the board considers good and sufficient. Pursuant to this authority, the Board has promulgated guidelines that set forth the policy the Board will follow in granting a waiver. The guidelines provide for the following:

DISABILITY: The licensee's disability shall have been temporary in nature and the licensee's physician shall attest on the application that the disability no longer prevents the licensee from attending educational programs and engaging in the practice of Dentistry without limitation.

MILITARY SERVICE: The licensee shall have been practicing Dentistry while in active service of the United States, shall have been licensed at the time of induction or entering into service, and shall have requested that his or her license be placed in military status to continue in effect without payment of the license renewal fee pursuant to Section 16196 of the Public Health Code.

ABSENCE FROM THE UNITED STATES: The licensee shall establish that board-approved educational programs were not available within a reasonable distance from which the licensee was located and the licensee shall provide evidence of attendance at educational programs that substantially meet the requirements for approval by the Board.

OTHER CIRCUMSTANCES BEYOND LICENSEE'S CONTROL: For circumstances, other than disability, military service, or absence from the continental United States, the licensee shall submit compelling evidence that the circumstances were good and sufficient for a waiver of the requirements.

If the Board finds that any of the conditions for waiving the requirements have been met, the number of hours waived shall be proportional to the length of time the licensee was temporarily disabled, in active military service, outside the continental United States, or involved in circumstances beyond the licensee's control. The Board will not waive the requirements prospectively, nor will the requirements be waived for a licensee whose circumstances changed in time to reasonably allow the licensee to complete all or part of the requirements before license renewal.

To summarize:

- * All Michigan licensed Dentist, Dental Hygienist, Dental Assistants must possess current certification in basic or advanced cardiac life support in

addition to the following requirements:

- Dentists: 60 hours of continuing education.
- Dental Hygienists: 36 hours of continuing education, with not less than 12 of those hours in dental hygienist functions.
- Dental Assistants: 36 hours of continuing education, with not less than 12 of those hours in dental assistant functions.

Earned within the 3-year period immediately preceding the date of application for renewal.

- * Submission of the renewal application and fee is considered a statement that the CE requirement has been met.
- * Failure to complete the CE requirement is considered a violation of the Public Health Code.

The Department of Community Health will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need assistance with reading, writing, hearing, etc., under the American's with Disabilities Act, you may make your needs know to this agency.

Continuing Education Requirements for Michigan Dentist, Dental Hygienist, Dental Assistants

Authority: Public Act of 1978, as amended
This form is for information only

State of Michigan

Department of Community Health
Bureau of Health Professions
P.O. Box 30670
611 W. Ottawa St., First Floor
Lansing, Michigan 48909
*(517) 335-0918

*NOTE: If it is necessary that you call regarding your continuing education, the following instructions will assist you with the automated telephone system:

1. At the first prompt, press 1.
2. At the second prompt, press 2.
3. At the third prompt, press 4.

You will then reach the continuing education automated system and can make your final selection.

January 2004